

TOWNSHIP BULLETIN

AND UNIFORM COMPLIANCE GUIDELINES ISSUED BY STATE BOARD OF ACCOUNTS

Volume 271, Page 1

November 2005

ITEMS TO REMEMBER

DECEMBER

- December 1: On or before June 1 and December 1 of each year (or more frequently if the County Legislative Body adopts an ordinance requiring additional certifications) the Township shall certify a list of the names and addresses of each person who has money due from the Township to the County Treasurer. [IC 6-1.1-22-14]
- December 20: If a school township has become a part of a school corporation organized under Chapter 202, Acts of 1959, as amended, and if the reorganized school unit is obligated for civil aid bond retirement, the trustee will receive from the school corporation an amount of money sufficient to pay civil aid bonds and coupons coming due January 1, 2006. [IC 20-23-16-7]
- December 25: Legal Holiday - Christmas Day. [IC 1-1-9-1]
- December 31: All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. [IC 5-13-6-1(e)]

JANUARY

- January 1: Legal Holiday - New Year's Day. [IC 1-1-9-1]
- January 1: Set up the Financial and Appropriation Record for the year 2006, by bringing forward the fund (cash) balances at the close of the year 2005 and entering appropriations as finally adopted and approved.
- January 3: Annual meeting of township board to organize by electing one member as chairman and one member as secretary for the year. (First Tuesday after first Monday in January.) [IC 36-6-6-7]
- January 3-31: Members of the township board are to meet to organize as a township board of finance by electing one member as president and one member as secretary, each for a period of one year. During the annual meeting the investment officer shall make a written report to the investing officer's local board of finance summarizing the township's investments during the previous calendar year. The report must contain the name of each financial institution, government agency or instrumentality, or other person with whom the township invested money during the previous calendar year. The local board of finance shall do the following at the meeting:
(1) Review the report.
(2) Review the overall investment policy of the political subdivision. (After the first Monday and on or before the last day of January.) [IC 5-13-7-6, IC 5-13-7-7]

TOWNSHIP BULLETIN
and Uniform Compliance Guidelines

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November 2005

ITEMS TO REMEMBER
(Continued)

- | | | |
|---------|-----|--|
| January | 15: | Assessment date for mobile homes defined in IC 6-1.1-7-1. [IC 6-1.1-1-2] |
| January | 15: | Last day to make pension report and payment for fourth calendar quarter by townships participating in PERF. |
| January | 16: | Legal Holiday - Martin Luther King, Jr.'s Birthday. [IC 1-1-9-2] |
| January | 17: | Last day for the annual meeting of the township board for the purpose of receiving, auditing and approving the Annual Report, Township Form 15 for 2004 (On or before the third Tuesday after the first Monday in January.) [IC 36-6-6-9] |
| January | 27: | Last day for trustee to file the copy of the Annual Report, Township Form 15, as approved by the township board, together with the 2005 vouchers, in the office of the county auditor (ten (10) days after the meeting of the township board on January 17). [IC 36-6-4-12] |
| January | 30: | Last day to file 2005 Annual Report, Township Form 15, with the State Board of Accounts. Use the forms sent to you or which you picked up at the State Board of Accounts meeting in Indianapolis, November 18, 2005. |
| January | 31: | All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. [IC 5-13-6-1(e)] |
| January | 31: | Last day to provide each employee with a W-2. |
| January | 31: | Last day to file quarterly 941 report for last quarter of 2005 with Internal Revenue Service. |
| January | 31: | Last day to file Form 100R Report of Names and Compensation of all Officers and Employees, with the State Board of Accounts. Be sure to indicate the name of the township and the name of the county on page one of the form. A supply of forms for the report can be procured from your supplier of township forms. The form should be mailed to the State Board of Accounts, 302 West Washington Street, Room E418, Indianapolis, IN 46204. [IC 5-11-13-1] |
| January | 31: | Last day to make report for last quarter of 2005 to the Department of Workforce Development. |

**TOWNSHIP BULLETIN
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November 2005

ITEMS TO REMEMBER

(Continued)

FEBRUARY

- | | | |
|----------|-----|--|
| February | 12: | Legal Holiday – Lincoln’s Birthday. [IC 1-1-9-1] |
| February | 13: | Last day for publication of Annual Report, Township Form 15, for 2005 in summary form. (Within four weeks after the third Tuesday after the first Monday in January.) [IC 36-6-4-13] |
| February | 20: | Legal Holiday – Washington’s Birthday. [IC 1-1-9-1] |
| February | 28: | All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. [IC 5-13-6-1(e)] |
| February | 28: | Last day to file withholding statement together with Yearly Reconciliation of Employer’s Quarterly Tax Returns with Social Security Administration and Indiana Department of Revenue, respectively. |

LEGAL ADVERTISING

Public Hearings, Meetings, - Number of Publications

The statute governing the publication of legal notices and annual reports may be found in IC 5-3-1. IC 5-3-1-1 details the method of calculating the compensation of the publisher which may be claimed after the notice or report has been published. IC 5-3-1-1 also describes the specifications which the publisher is to follow in setting the type for the notice or report. Please see Volume 268 of the February 2005 Township Bulletin and Uniform Compliance Guidelines for rates for legal advertising.

IC 5-3-1-2 states in part: (b) “If the event is a public hearing or meeting concerning any matter not specifically mentioned in (IC 5-3-1-2) (c), (d), (e), (f), (g), or (h), notice shall be published one (1) time, at least ten (10) days before the date of the hearing or meeting.

(c) If the event is an election, notice shall be published one (1) time, at least ten (10) days before the date of the election.

(d) If the event is a sale of bonds, notes, or warrants, notice shall be published two (2) times, at least one (1) week apart, with:

- (1) the first publication made at least fifteen (15) days before the date of the sale; and
- (2) the second publication made at least three (3) days before the date of the sale.

(e) If the event is the receiving of bids, notice shall be published two (2) times, at least one (1) week apart, with the second publication made at least ten (10) days before the date the bids will be received.

(f) If the event is the establishment of a cumulative or sinking fund, notice of the proposal and of the public hearing that is required to be held by the political subdivision shall be published two (2) times, at least one (1) week apart, with the second publication made at least three (3) days before the date of the hearing.

**TOWNSHIP BULLETIN
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LEGAL ADVERTISING

(Continued)

(g) If the event is the submission of a proposal adopted by a political subdivision for cumulative or sinking fund for the approval of the state board of tax commissioners, the notice of the submission shall be published one (1) time. The political subdivision shall publish the notice when directed to do so by the state board of tax commissioners . . .

(l) If the event is one about which notice is required to be published after the event, notice shall be published one (1) time within thirty (30) days after the date of the event.

(j) If the event is anything else, notice shall be published two (2) times, at least one (1) week apart, with the second publication made at least three (3) days before the event.

(k) In case any officer charged with the duty of publishing any notice required by law is unable to procure advertisement at the price fixed by law, or the newspaper refuses to publish the advertisement, it is sufficient for the officer to post printed notices in three (3) prominent places in the political subdivision, instead of advertisement in newspapers.

(l) If a notice of budget estimates for a political subdivision is published as required in IC 6-1.1-17-3, and the published notice contains an error due to the fault of a newspaper, the notice as presented for publication is a valid notice under this chapter.

(m) Notwithstanding, subsection (j), if a notice of budget estimates for a political subdivision is published as required in IC 6-1.1-17-3, and if the notice is not published at least ten (10) days before the date fixed for the public hearing on the budget estimate due to the fault of a newspaper, the notice is a valid notice under this chapter if it is published one (1) time at least three (3) days before the hearing."

IC 5-3-1-2.3 states: "A notice published in accordance with this chapter or any other Indiana statute is valid even though the notice contains errors or omissions, as long as:

(1) a reasonable person would not be misled by the error or omission; and

(2) the notice is in substantial compliance with the time and publication requirements applicable under this chapter or any other Indiana statute under which the notice is published."

Annual Reports

IC 36-6-4-13 states in part: (b)" Within four (4) weeks after the third Tuesday following the first Monday in January, the executive shall publish the abstract prescribed by subsection (a) in accordance with IC 5-3-1. The abstract must state that a complete and detailed annual report and the accompanying vouchers showing the names of persons paid money by the township have been filed with the county auditor, and that the chairman of the township legislative body has a copy of the report that is available for inspection by any taxpayer of the township."

**TOWNSHIP BULLETIN
and Uniform Compliance Guidelines**

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November 2005

LEGAL ADVERTISING

(Continued)

Newspapers Defined

IC 5-3-1-0.4 defines a newspaper and states: "As used in this chapter, 'newspaper' refers to a newspaper that:

- (1) is a daily, weekly, semiweekly, or tri-weekly newspaper of general circulation;
- (2) has been published for at least (3) consecutive years in the same city or town;
- (3) has been entered, authorized, and accepted by the United States Postal Service for at least three (3) consecutive years as mailable matter of the periodicals class; and
- (4) has at least fifty percent (50%) of all copies circulated paid for by subscribers or other purchasers at a rate that is not nominal."

Publication Requirements - Number of Newspapers

IC 5-3-1-4 states in part: (a) "Whenever officers of a political subdivision are required to publish a notice affecting the political subdivision, they shall publish the notice in two (2) newspapers published in the political subdivision."

Qualified Publications Defined

IC 5-3-1-0.7 states: " (a) As used in this chapter, 'qualified publication' means a publication that: (1) is published daily, weekly, semiweekly, or triweekly; (2) is of general circulation to the public; (3) has been published for at least three (3) consecutive years in the same city or town; (4) has continuity as to title and general nature of content from issue to issue; (5) contains news of general or community interest, community notices, or editorial commentary; (6) contains advertisements from unrelated advertisers in each issue; (7) has, in more than one-half (1/2) of its issues published during the previous twelve (12) month period, not more than seventy-five percent (75%) advertising content; (8) has a known office location in the county in which it is published; and (9) has been entered, authorized, and accepted by the United States Postal Service as mailable matter of standard mail (A) class for the time published. (b) A publication is not a qualified publication if any of the following apply: (1) The publication is owned by, or under the control of, the owners or lessees of a shopping center or a merchant's association. (2) The publication is owned by, or under the control of, a business that sells property or services (other than advertising) and the predominant advertising in the publication is advertising for the business's sales of property or services. (3) The publication is a mail order catalog or other catalog, advertising flier, travel brochure, house organ, theater program, telephone directory, restaurant guide, shopping center advertising sheet, or other similar publication. (4) The publication is primarily devoted to matters of specialized interest such as a labor, fraternal, society, political, religious, sporting, or trade news publication or journal. (5) The publication is a magazine, racing form, or tip sheet."

Place of Publication

IC 5-3-1-0.6 states: "(a) For purposes of this chapter, a newspaper or qualified publication is published at the place where the newspaper or qualified publication has its original entry for mail privileges authorized by the United States Postal Service. (b) For purposes of this chapter, a newspaper or qualified publication is considered published at only one (1) place. The place of publication does not include places at which additional entry offices have been established with the authorization of the United States Postal Service."

**TOWNSHIP BULLETIN
and Uniform Compliance Guidelines**

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LEGAL ADVERTISING

(Continued)

Number of Newspapers

IC 5-3-1-4 states in part: (d) "This subsection applies to notices published by officers of political subdivisions not covered by subsection (a) or (b), including township officers. If there is only one (1) newspaper published in the political subdivision, then the notice shall be published in that newspaper and if another newspaper is published in the county and circulates within the political subdivision in the other newspaper. If no newspaper is published in the political subdivision, then publication shall be made in a newspaper published in the county and that circulates within the political subdivision."

Additional Advertising

IC 5-3-1-4 states in part: (f) "A political subdivision may, in its discretion, publish public notices in a qualified publication or additional newspapers to provide supplementary notification to the public. The cost of publishing supplementary notification is a proper expenditure of the political subdivision."

MILEAGE

The township trustee is entitled to a sum for mileage in the performance of his official duties equal to the sum per mile paid to state officers and employees (IC 36-6-8-3). The State rate effective October 1, 2005, is \$.40 per mile. The State rate through October 1, 2005, was \$.34 per mile. Mileage Claim Form Number 101 shall be properly completed, listing dates of authorized travel, details of travel, miles traveled, nature of business, etc., for reimbursements for mileage before payment is made.

* FEDERAL IDENTIFICATION NUMBER

TOWNSHIP FORM 15 (REVISED 2004)
PRESCRIBED BY
THE STATE BOARD OF ACCOUNTS

TOWNSHIP TRUSTEES ANNUAL REPORT TO:

THE TOWNSHIP BOARD

THE COUNTY AUDITOR

THE STATE BOARD OF ACCOUNTS

THE U.S. BUREAU OF CENSUS

COUNTY: _____

FOR THE YEAR ENDED DECEMBER 31, 2004

FILED IN THE COUNTY AUDITOR'S OFFICE

January 29, 2005

STATE OF INDIANA
STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET, ROOM E418
INDIANAPOLIS, INDIANA 46204-2765
TELEPHONE: (317) 232-2513

TOWNSHIP: _____

COUNTY: _____

ID: _____

(State Board of Accounts USE ONLY)

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PART 11 - TOWNSHIP ASSISTANCE STATISTICAL REPORT

PART 12 - REPORT OF FINANCIAL ASSISTANCE TO NONGOVERNMENTAL ENTITIES

TRUSTEE'S NAME: _____ Joe Smith

TRUSTEE'S ADDRESS: _____ 1432 A Street
(street)

_____ Somewhere _____ IN _____ 45321
(city/town) (state) (zip)

TELEPHONE (BETWEEN THE HOURS OF __8:00__ AM AND __5:00__ PM): (213) 456 - 7891 EXT: 005

ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2004)

TOWNSHIP: _____
COUNTY: _____

ID: _____
(State Board of Accounts
USE ONLY)

PART 2 - RECEIPTS, PAGE 2 (REPORT IN DOLLARS AND CENTS ONLY)

		Federal Revenue Sharing	Rainy Day								
	Code	4501				Code					Code
General Property Taxes	0100					0100					0100
Financial Institution Tax	0201					0201					0201
Auto and Aircraft Excise Tax	0202					0202					0202
Certified Shares (CAGIT)	0203					0203					0203
Property Tax Replacement Credit (CAGIT)	0204					0204					0204
County Option Income Tax (COIT)	0212					0212					0212
Commercial Vehicle Excise Tax (CVET)	0217					0217					0217
Interest Earned	6100					6100					6100
Federal Revenue Sharing	1201					1201					1201
Special State Distributions	1514					1514					1514
Riverboat Distributions	1701					1701					1701
Contractual Services	2705					2705					2705
Fire Protection Contracts	2206					2206					2206
Fire Protection Service Fees	2211					2211					2211
Other Federal Grants	1115					1115					1115
Emergency Medical Service Fees	2504					2504					2504
Park and Recreation Receipts	2601					2601					2601
Temporary Loans	5401					5401					5401
Receipts from the Sale of Bonds	5303					5303					5303
Cemetery Receipts	2703					2703					2703
Reimbursements from County	2710					2710					2710
State Grants	1412					1412					1412
Sale of Investments	5500					5500					5500
Court Costs	4101					4101					4101
Dog Tax	3101					3101					3101
Refunds	5600					5600					5600
Transfer of Funds	5206					5206					5206
Miscellaneous Receipts	6500					6500					6500
Total Receipts	9999					9999					9999

ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2004)

TOWNSHIP: _____
COUNTY: _____

ID: _____
(State Board of Accounts
USE ONLY)

PART 2 - RECEIPTS, PAGE 1 (REPORT IN DOLLARS AND CENTS ONLY)

		Township Fund	Township Assistance Fund	Fire Fighting Fund	Cumulative Fire Fund		Dog Fund	Park and Recreation Fund	Fire Debt Fund	Levy Excess Fund	
	Code	101	0840	1111	1190	Code	0202	1301	1182	0108	Code
General Property Taxes	0100					0100					0100
Financial Institution Tax	0201					0201					0201
Auto and Aircraft Excise Tax	0202					0202					0202
Certified Shares (CAGIT)	0203					0203					0203
Property Tax Replacement Credit (CAGIT)	0204					0204					0204
County Option Income Tax (COIT)	0212					0212					0212
Commercial Vehicle Excise Tax (CVET)	0217					0217					0217
Interest Earned	6100					6100					6100
Federal Revenue Sharing	1201					1201					1201
Special State Distributions	1514					1514					1514
Riverboat Distributions	1701					1701					1701
Contractual Services	2705					2705					2705
Fire Protection Contracts	2206					2206					2206
Fire Protection Service Fees	2211					2211					2211
Other Federal Grants	1115					1115					1115
Emergency Medical Service Fees	2504					2504					2504
Park and Recreation Receipts	2601					2601					2601
Temporary Loans	5401					5401					5401
Receipts from the Sale of Bonds	5303					5303					5303
Cemetery Receipts	2703					2703					2703
Reimbursements from County	2710					2710					2710
State Grants	1412					1412					1412
Sale of Investments	5500					5500					5500
Court Costs	4101					4101					4101
Dog Tax	3101					3101					3101
Refunds	5600					5600					5600
Transfer of Funds	5206					5206					5206
Miscellaneous Receipts	6500					6500					6500
Total Receipts	9999					9999					9999

TOWNSHIP: _____

ID: _____

(State Board of Accounts
USE ONLY)

COUNTY: _____

PART 3A - PAGE 1: DISBURSEMENTS BY FUNCTION FOR TOWNSHIP, FEDERAL REVENUE SHARING AND POOR RELIEF FUNDS (REPORT IN DOLLARS AND CENTS ONLY)

TOWNSHIP FUND		Township General Government	Township Public Safety	Township Culture/ Recreation	Township Misc.					TOTAL TOWNSHIP FUND	
	Code	0101-410	0101-420	0101-450	0101-490	Code				N/A	Code
1. Personal Services	1000					1000				0.00	1000
2. Supplies	2000					2000				0.00	2000
3. Other Services and Charges	3000					3000				0.00	3000
4. Capital Outlay	4000					4000				0.00	4000
5. Purchase of Investments	7000					7000				0.00	7000
6. Transfers of Funds	6000					6000				0.00	6000
7. Total Expenditures	9999					9999				0.00	9999
FEDERAL REVENUE SHARING FUND		Federal Revenue Sharing General Government	Federal Revenue Sharing Public Safety	Federal Revenue Sharing Culture/ Recreation	Federal Revenue Sharing Township Assistance		Federal Revenue Sharing Misc.			TOTAL FEDERAL REVENUE SHARING FUND	
	Code	4501-410	4501-420	4501-450	4501-442	Code	4501-490			N/A	Code
1. Personal Services	1000					1000					1000
2. Supplies	2000					2000					2000
3. Other Services and Charges	3000					3000					3000
4. Capital Outlay	4000					4000					4000
5. Purchase of Investments	7000					7000					7000
6. Transfers of Funds	6000					6000					6000
7. Total Expenditures	9999					9999					9999
TOWNSHIP ASSISTANCE FUND		Township Assistance Admin.	Township Assistance Direct Assistance	Township Assistance Other Assistance	Township Assistance Misc. Inv.					TOTAL Township Assistance FUND	
	Code	0840-441	0840-442	0840-443	0840-490	Code				N/A	Code
1. Personal Services	1000					1000				0.00	1000
2. Supplies	2000					2000				0.00	2000
3. Other Services and Charges	3000					3000				0.00	3000
4. Capital Outlay	4000					4000				0.00	4000
5. Purchase of Investments	7000					7000				0.00	7000
6. Transfers of Funds	6000					6000				0.00	6000
7. Medical, Hospital, Burial	8000					8000				0.00	8000
8. Other Direct Relief	5000					5000				0.00	5000
9. Total Expenditures	9999					9999				0.00	9999

TOWNSHIP: _____

COUNTY: _____

ID: _____
(State Board of Accounts
USE ONLY)

PART 3A - PAGE 2: DISBURSEMENTS BY FUNCTION FOR OTHER TOWNSHIP FUNDS (REPORT IN DOLLARS AND CENTS ONLY)

TOWNSHIP FUND		Fire Fighting Fund	Dog Fund	Park and Recreation Fund	Fire Debt Fund		Levy Excess Fund	Cumulative Fire Fund	Rainy Day		
	Code	1111	0202	1301	1182	Code	0108	1190			Code
1. Personal Services	1000					1000					1000
2. Supplies	2000					2000					2000
3. Other Services and Charges	3000					3000					3000
4. Capital Outlay	4000					4000					4000
5. Purchase of Investments	7000					7000					7000
6. Transfers of Funds	6000					6000					6000
7. Total Expenditures	9999					9999					9999
FEDERAL REVENUE SHARING FUND		Federal Revenue Sharing General Government	Federal Revenue Sharing Public Safety	Federal Revenue Sharing Culture/ Recreation	Federal Revenue Sharing Township Assistance		Federal Revenue Sharing Misc.			TOTAL FEDERAL REVENUE SHARING FUND	
	Code	4501-410	4501-420	4501-450	4501-442	Code	4501-490			N/A	Code
1. Personal Services	1000					1000					1000
2. Supplies	2000					2000					2000
3. Other Services and Charges	3000					3000					3000
4. Capital Outlay	4000					4000					4000
5. Purchase of Investments	7000					7000					7000
6. Transfers of Funds	6000					6000					6000
7. Total Expenditures	9999					9999					9999
TOWNSHIP ASSISTANCE FUND		Township Assistance Admin.	Township Assistance Direct Assistance	Township Assistance Other Assistance	Township Assistance Misc. Inv.					TOTAL Township Assistance FUND	
	Code	0840-441	0840-442	0840-443	0840-490	Code				N/A	Code
1. Personal Services	1000					1000				0.00	1000
2. Supplies	2000					2000				0.00	2000
3. Other Services and Charges	3000					3000				0.00	3000
4. Capital Outlay	4000					4000				0.00	4000
5. Purchase of Investments	7000					7000				0.00	7000
6. Transfers of Funds	6000					6000				0.00	6000
7. Medical, Hospital, Burial	8000					8000				0.00	8000
8. Other Direct Relief	5000					5000				0.00	5000
9. Total Expenditures	9999					9999				0.00	9999

Note: If additional lines are needed, copy this page and continue on 2nd page. Title it Part 4, Page 2.

**ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2003)**

TOWNSHIP: _____ Center _____ **ID:** _____
COUNTY: _____ Blue _____ (State Board of
 Accounts USE ONLY)

PART 5 - INDEBTEDNESS AS OF DECEMBER 31, 2002

	Outstanding, 1/1/2003 (Beginning Year)	Issued During Year 2003	Retired During Year 2003	Outstanding 12/31/2003 (Ending Year)	Interest Paid During 2003 (Full Year)
Township Assistance					
General Obligation Bonds					
Revenue Bonds					
Fire Equipment Loans					
Short-Term Debt	\$25,000.00		\$7,000.00	\$18,000.00	\$500.00

PART 6 - INTERGOVERNMENTAL EXPENDITURES

OF THE EXPENDITURES REPORTED IN PART 3, HOW MUCH WAS PAID TO OTHER GOVERNMENTAL UNITS FOR:	
<u>Purpose</u>	<u>Amount</u>
1. E.M.S. Services	
2. Fire Protection	
3. Parks and Recreation	
4. All Other	\$2,000.00
Total (Add lines 1 through 4)	\$2,000.00

ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2003)

TOWNSHIP: Center

ID: _____

(State Board of
Accounts USE ONLY)

COUNTY: Blue

PART 7 - STATEMENT OF FEDERAL GRANT RECEIPTS, DISBURSEMENTS AND BALANCES (REPORT IN DOLLARS AND CENTS ONLY)

[illegible]

NOTE: DO NOT TOTAL GRANTS. IF ADDITIONAL GRANTS, COPY THIS PAGE. USE THIS PAGE TO DETAIL ALL FEDERAL FINANCIAL ASSISTANCE, INCLUDING ASSISTANCE PASSED THROUGH STATE AGENCIES. IF GRANT IS PART FEDERAL AND PART STATE, DETAIL THE FEDERAL PORTION HERE, AND THE STATE PORTION ON PART 8, PAGE 1.

ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2003)

TOWNSHIP: Center

ID: _____

(State Board of
Accounts USE ONLY)

COUNTY: Blue

PART 8 - STATEMENT OF STATE GRANTS AND OTHER FINANCIAL ASSISTANCE (REPORT IN DOLLARS AND CENTS ONLY)

[illegible]

NOTE: DO NOT TOTAL GRANTS. IF ADDITIONAL GRANTS, COPY THIS PAGE. USE THIS PAGE TO DETAIL ALL STATE FINANCIAL ASSISTANCE IF GRANT IS PART STATE AND PART FEDERAL, DETAIL THE STATE PORTION HERE, AND FEDERAL PORTION ON PART 7, PAGE 1.

PART 9 - CERTIFICATION

NOTE: Prepare six copies of this report to be presented to the Township Board for approval on or before the third Tuesday after the first Monday in January. After approval, one copy is to be retained by the Chairman of the Township Board. One copy is to be kept on file by the Township Trustee. Within ten (10) days, one copy, together with all vouchers, shall be filed with the County Auditor (IC 36-6-4-12(d)). In addition, one copy, along with advertising instructions, is to be submitted to each newspaper for which this report is to be published, within four (4) weeks after the third Tuesday following the first Monday in January (IC 5-3-1 and IC 36-6-4-13(b)). The advertisement must state that a complete and detailed annual report, and the accompanying vouchers showing the names of persons paid money by the township, have been filed with the County Auditor. Also, that the Chairman of the Township Board has a copy of the report that is available for inspection by any taxpayer of the township. One copy is to be mailed to the State Board of Accounts, by the trustee, by January 30 (IC 5-11-1-4).

State of Indiana

SS:

_____ Blue _____ County

I, _____ Joe Smith _____, Trustee of _____ Center _____ Township, _____ Blue _____ County, Indiana, do solemnly affirm under the penalty of perjury that the preceding report is complete, true and correct; that the sum with which I am charged in this report are all of the sums received by me; and that the various items of expenditures credited have been fully paid in the sums stated; that such payments were made without express or implied agreement that any portion thereof shall be retained by or repaid to me or to any other person. I further affirm that a complete and detailed annual report, together with all accompanying vouchers showing the names of persons having been paid money by the township, have been filed as required by law in the office of the County Auditor, and that copies of such annual report are in custody of the Township Board and the State Board of Accounts. Said report is subject to inspection by any taxpayer of the township.

_____ (sign)

_____ Center _____ Township Trustee

Telephone: (_200_) ____ 342-0973 _____

Date this report was to be published: ____ 01/24/2004 _____

Subscribed and sworn (or affirmed) to before me, the Chairman of the Township Board of _____ Center _____ Township at its annual meeting, this ____ 10 ____ day of January , 2004.

_____ (sign)

_____ Center _____ Township Board Chairman

OPTION 1

This report was received, accepted, and approved by the Township Board at its annual meeting, this ____ 10 ____ day of January, 2004.

_____ Township Board:

_____ (sign)

_____ (sign)

_____ (sign)

OPTION 2

This report was received, accepted, and approved except for Part(s) _____ by the following Township Board Member(s) at its annual meeting, this _____ day of January, 2004.

_____ (sign)

_____ (sign)

_____ (sign)

Note: Option 1 to be used where the Township Board approves the annual report.
Option 2 to be used where a member or all members of the Township Board disapproves part or all of the annual report. (DO NOT ADVERTISE)

ANNUAL FINANCIAL REPORT --

ID: _____
(State Board of Accounts USE ONLY)

INDIANA TOWNSHIPS

TOWNSHIP: _____

TOWNSHIP FORM 15 (REVISED 2003)

COUNTY: _____

PART 10 - NOTE TO PUBLISHERS

NOTE TO PUBLISHERS:

This form of report is prescribed by the State Board of Accounts in compliance with IC 36-6-4-13.

All legal advertisements shall be set in solid type not larger than the type used in the regular reading matter of the newspaper, without any leads or other devices for increasing space. All such advertisements shall be headed by no more than two (2) lines, neither of which shall total more than four (4) solid lines of the type in which the body of the advertisement is set.

NOTE TO TOWNSHIP TRUSTEE:

IC 36-6-4-13 requires this form to be prepared for publication within four weeks after the third Tuesday following the first Monday in January. Publication is to be made ONE TIME ONLY in two (2) newspapers published in the township. If only one (1) newspaper is published in the township, then the notice shall be published in that newspaper and if another newspaper is published in the county and circulates within the township, in the other newspaper. If no newspaper is published in the township, then publication shall be made in a newspaper published in the county and that circulates within the township.

In all instances where tax, retirement or any other withholding is made from salaries, list the GROSS amount of payment. This will eliminate the necessity of listing in this report the payments made to the Internal Revenue Service, and all other payments resulting from amounts withheld from salaries.

It is intended that PART 3A of this report show the classifications of expenses as they appear in the FINANCIAL AND APPROPRIATION RECORD. In PART 3B, list the names of persons receiving payment and the amount (GROSS) paid. See the examples shown below:

PART 3B - DISBURSEMENTS

TOWNSHIP FUND:

	Gross
To Whom Paid:	Amount
John Doe	\$1,200.00
ABC Supply	\$175.00
Public Ser. Inc.	\$675.00
TOTAL TOWNSHIP FUND	\$2,050.00 *

* This total shall agree with the total disbursements per Fund shown in PART 1 and PART 3A.

TOWNSHIP, _____ COUNTY
TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)
FOR THE PERIOD ENDING DECEMBER 31, 2005

1. TOTAL NUMBER OF REQUESTS FOR TOWNSHIP ASSISTANCE	_____
2. (A) TOTAL NUMBER OF RECIPIENTS OF TOWNSHIP ASSISTANCE	_____
2. (B) TOTAL NUMBER OF HOUSEHOLDS CONTAINING RECIPIENTS OF TOWNSHIP ASSISTANCE	_____
2. (C) (i) TOTAL NUMBER OF CASE CONTACTS MADE WITH OR ON BEHALF OF RECIPIENTS OF TOWNSHIP ASSISTANCE	_____
2. (C) (ii) TOTAL NUMBER OF CASE CONTACTS MADE WITH OR ON BEHALF OF MEMBERS OF A HOUSEHOLD RECEIVING TOWNSHIP ASSISTANCE	_____
3. TOTAL VALUE OF BENEFITS PROVIDED TO RECIPIENTS OF TOWNSHIP ASSISTANCE	\$ _____
4. TOTAL VALUE OF BENEFITS PROVIDED THROUGH EFFORTS OF TOWNSHIP STAFF FROM SOURCES OTHER THAN TOWNSHIP FUNDS	\$ _____
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5. (A) TOTAL NUMBER RECEIVING UTILITY ASSISTANCE - RECIPIENTS	_____
5. (A) (i) TOTAL NUMBER RECEIVING UTILITY ASSISTANCE - HOUSEHOLDS	_____
5. (B) TOTAL NUMBER OF RECIPIENTS ASSISTED BY TOWNSHIP STAFF IN RECEIVING UTILITY ASSISTANCE FROM SOURCES OTHER THAN TOWNSHIP FUNDS	_____
6. (i) TOTAL VALUE OF BENEFITS PROVIDED FOR PAYMENT OF UTILITIES - TOWNSHIP	\$ _____
6. (ii) TOTAL VALUE OF BENEFITS PROVIDED FOR PAYMENT OF UTILITIES - NONTOWNSHIP SOURCES	\$ _____
6. (iii) TOTAL VALUE OF ALL BENEFITS PROVIDED FOR PAYMENT OF UTILITIES	\$ _____
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7. (A) TOTAL NUMBER RECEIVING HOUSING ASSISTANCE - RECIPIENTS	_____
7. (A) (i) TOTAL NUMBER RECEIVING HOUSING ASSISTANCE - HOUSEHOLDS	_____
7. (B) TOTAL NUMBER OF RECIPIENTS ASSISTED BY TOWNSHIP STAFF IN RECEIVING HOUSING ASSISTANCE FROM SOURCES OTHER THAN TOWNSHIP FUNDS	_____
8. (i) TOTAL VALUE OF BENEFITS PROVIDED FOR HOUSING ASSISTANCE - TOWNSHIP	\$ _____
8. (ii) TOTAL VALUE OF BENEFITS PROVIDED FOR HOUSING ASSISTANCE - NONTOWNSHIP SOURCES	\$ _____
8. (iii) TOTAL VALUE OF ALL BENEFITS PROVIDED FOR PAYMENT OF HOUSING ASSISTANCE	\$ _____
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9. (A) TOTAL NUMBER RECEIVING FOOD ASSISTANCE - RECIPIENTS	_____
9. (A) (i) TOTAL NUMBER RECEIVING FOOD ASSISTANCE - HOUSEHOLDS	_____
9. (B) TOTAL NUMBER OF RECIPIENTS ASSISTED BY TOWNSHIP STAFF IN RECEIVING FOOD ASSISTANCE FROM SOURCES OTHER THAN TOWNSHIP FUNDS	_____
10. (i) TOTAL VALUE PROVIDED FOR FOOD ASSISTANCE - TOWNSHIP	\$ _____
10. (ii) TOTAL VALUE PROVIDED FOR FOOD ASSISTANCE - NONTOWNSHIP SOURCES	\$ _____
10. (iii) TOTAL VALUE ALL FOOD ASSISTANCE PROVIDED	\$ _____

TOWNSHIP, _____ COUNTY
TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)
FOR THE PERIOD ENDING DECEMBER 31, 2005
(Continued)

11. (A) TOTAL NUMBER PROVIDED HEALTH CARE - RECIPIENTS	_____
11. (A) (i) TOTAL NUMBER PROVIDED HEALTH CARE - HOUSEHOLDS	_____
11. (B) NUMBER OF RECIPIENTS ASSISTED BY TOWNSHIP STAFF IN RECEIVING HEALTH CARE ASSISTANCE FROM SOURCES OTHER THAN TOWNSHIP FUNDS	_____
12. (i) TOTAL VALUE OF HEALTH CARE PROVIDED - TOWNSHIP	\$ _____
12. (ii) TOTAL VALUE OF HEALTH CARE PROVIDED - NONTOWNSHIP SOURCES	\$ _____
12. (iii) TOTAL VALUE OF ALL OF HEALTH CARE PROVIDED	\$ _____
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13. TOTAL NUMBER OF FUNERALS, BURIALS, AND CREMATIONS	_____
14. (A) TOTAL ACTUAL VALUE OF FUNERALS, BURIALS, AND CREMATIONS	\$ _____
14. (B) (i) TOTAL PAID BY TOWNSHIP FUNDS FOR FUNERALS, BURIALS, AND CREMATIONS	\$ _____
14. (B) (ii) DIFFERENCE BETWEEN ACTUAL VALUE AND AMOUNT PAID BY TOWNSHIP FUNDS FOR FUNERALS, BURIALS, AND CREMATIONS	\$ _____
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15. (A) TOTAL NUMBER OF NIGHTS OF EMERGENCY SHELTER PROVIDED TO THE HOMELESS	_____
15. (B) TOTAL NUMBER OF NIGHTS OF EMERGENCY SHELTER PROVIDED TO THE HOMELESS THROUGH EFFORTS OF TOWNSHIP STAFF FROM SOURCES OTHER THAN TOWNSHIP FUNDS	_____
15. (C) (i) TOTAL VALUE OF EMERGENCY SHELTER FOR HOMELESS INDIVIDUALS - TOWNSHIP	\$ _____
15. (C) (ii) TOTAL VALUE OF EMERGENCY SHELTER FOR HOMELESS INDIVIDUALS - NONTOWNSHIP SOURCES	\$ _____
15. (C) (iii) TOTAL VALUE OF ALL EMERGENCY SHELTER PROVIDED FOR HOMELESS INDIVIDUALS	\$ _____
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16. (A) TOTAL NUMBER OF REFERRALS OF TOWNSHIP ASSISTANCE APPLICANTS TO OTHER PROGRAMS	_____
16. (B) TOTAL VALUE OF TOWNSHIP SERVICES IN MAKING REFERRALS TO OTHER PROGRAMS	\$ _____
<hr/>	
17. TOTAL NUMBER OF TRAINING PROGRAMS OR JOB PLACEMENTS FOUND FOR TOWNSHIP ASSISTANCE RECIPIENTS WITH ASSISTANCE OF TOWNSHIP TRUSTEE	_____
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18. NUMBER OF HOURS SPENT BY TOWNSHIP ASSISTANCE RECIPIENTS AT WORKFARE	_____
19. (i) TOTAL VALUE OF SERVICES PROVIDED BY WORKFARE TO THE TOWNSHIP	\$ _____
19. (ii) TOTAL VALUE OF SERVICES PROVIDED BY WORKFARE TO OTHER AGENCIES	\$ _____
19. (iii) TOTAL VALUE OF ALL SERVICES PROVIDED BY WORKFARE	\$ _____
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20. (A) TOTAL AMOUNT OF REIMBURSEMENT FOR ASSISTANCE RECEIVED FROM RECIPIENTS	\$ _____
20. (B) TOTAL AMOUNT OF REIMBURSEMENT FOR ASSISTANCE RECEIVED FROM MEMBERS OF RECIPIENTS' HOUSEHOLDS	\$ _____
20. (C) TOTAL AMOUNT OF REIMBURSEMENT FOR ASSISTANCE RECEIVED FROM RECIPIENTS' ESTATES	\$ _____
<hr/>	
21. TOTAL AMOUNT OF REIMBURSEMENT FOR ASSISTANCE RECEIVED FROM MEDICAL PROGRAMS UNDER IC 12-20-16-2(e)	\$ _____
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22. (A) TOTAL NUMBER OF INDIVIDUALS ASSISTED THROUGH A REPRESENTATIVE PAYEE PROGRAM	_____
22. (B) TOTAL AMOUNT OF FUNDS PROCESSED THROUGH THE REPRESENTATIVE PAYEE PROGRAM THAT ARE NOT TOWNSHIP FUNDS	\$ _____

TOWNSHIP, _____ COUNTY
TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)
FOR THE PERIOD ENDING DECEMBER 31, 2005
(Continued)

23. (A) TOTAL NUMBER OF INDIVIDUALS ASSISTED THROUGH SPECIAL NONTRADITIONAL PROGRAMS PROVIDED THROUGH THE TOWNSHIP WITHOUT THE EXPENDITURE OF TOWNSHIP FUNDS	_____
23. (B) TOTAL AMOUNT OF NONTOWNSHIP FUNDS USED TO PROVIDE THE SPECIAL NONTRADITIONAL PROGRAMS	\$ _____
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24. (A) (i) TOTAL NUMBER OF HOURS AN INVESTIGATOR OF TOWNSHIP ASSISTANCE SPENDS ON CASE MANAGEMENT SERVICES - RECIPIENTS	_____
24. (A) (ii) TOTAL NUMBER OF HOURS AN INVESTIGATOR OF TOWNSHIP ASSISTANCE SPENDS ON CASE MANAGEMENT SERVICES - HOUSEHOLDS	_____
24. (B) TOTAL VALUE OF CASE MANAGEMENT SERVICES PROVIDED	\$ _____
<hr/>	
25. TOTAL NUMBER OF HOUSING INSPECTIONS PERFORMED BY THE TOWNSHIP	_____
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DATE _____ TRUSTEE'S SIGNATURE _____

The State Board of Accounts is of the audit position, with the concurrence of the Attorney for the Township Trustees Association, the following procedures should be followed for a consistent compilation and completion of Township Assistance Form TA-7.

When completing the form please keep in mind reconciliation or cross-checking cannot, necessarily, be achieved; i.e., Total Value of Benefits Provided TOWNSHIP ASSISTANCE Recipients (Item 3), will not necessarily be the summation of Total Value of Benefits Provided for Utilities (Item 6 (i)); Total Value of Benefits Provided for Housing Assistance (Item 8 (i)); Total Value of Food Assistance Provided (Item 10 (i)); and, Total Value of Health Care Provided (Item 12 (i)); because IC 12-20-28-3 does not specifically require separate reporting of certain Township Assistance provided by townships; i.e., clothing, household supplies,

ANNUAL FINANCIAL REPORT -- INDIANA TOWNSHIPS
TOWNSHIP FORM 15 (REVISED 2003)

TOWNSHIP: _____ Center

COUNTY: _____ Blue

ID: _____

(State Board of
Accounts USE ONLY)

PART 12 - FINANCIAL ASSISTANCE TO NONGOVERNMENTAL ENTITIES (REPORT IN DOLLARS AND CENTS ONLY)

FEDERAL NUMBER ID	NAME	ADDRESS	COUNTY OF OPERATION	NAME OF OPERATING OFFICER	PHONE NUMBER OF OPERATING OFFICER	DESCRIPTION OF FUNDING	AMOUNT
35-9999999	Sample VFD	1 N Main St Sample, IN 47777	Blue	Bill Jones	317-745-2000	Fire Protection	\$20,000.00

* NOTE: DO NOT TOTAL AMOUNTS. IF ADDITIONAL ENTITIES, COPY THIS PAGE.

FORM TA-7 INSTRUCTIONS

1. If the total number or value of any item required to be reported is zero (0), the township trustee shall include the notation "0". We are not aware of any definitions of "applicant" for the purposes of IC 12-20-28-3. The attorney for the Township Association has offered the following for consideration: "Applicant" means an individual who requests assistance with Basic Necessities (as defined in IC 12-7-2-20.5) from a township, where the request has been documented, whether or not the individual completes an application for township assistance.
2. Three (3) copies of the form shall be forwarded to the State Board of Accounts, 302 West Washington Street, Room E418, Indianapolis, Indiana 46204-2765 each year with the Township Annual Report, Township Form 15, which is filed with the State Board of Accounts by January 30th, of each year.
3. Use whole dollar amounts i.e. \$500. The use of estimates may be necessary unless actual values are available when establishing the value of some of the assistance provided by "sources other than township funds" (e.g. food pantry operated by a church, housing provided by the Red Cross, etc.). The use of a comparable township cost for a similar benefit would be a procedure which could be used. (e.g. item 8 ii, if the township provides rent assistance at \$300 a similar amount could be used for the nontownship services. Alternatively, an established fair market value could be documented and used such as a nonprofit annual report showing average dollar amounts for food, shelter, etc. provided.
4. Item 1, Total Number Of Requests For Township Assistance. The number of times an individual or a household separately requests any type of township assistance. An individual seeking township assistance for food and utilities would equal two requests even though only one application was filed.
5. Item 2 (A) Total Number Of Recipients Of Township Assistance. The number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the number of times assistance is provided or the number of households in which the individual resides during a particular year.
6. Item 2 (B) Total Number Of Households Containing Recipients Of Township Assistance. The sum to be determined by counting the total number of individuals who file an application for which relief is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance. IC 12-7-2-110.5 defines a household as any of the following: (1) An individual living alone. (2) A family related by blood. (3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance.
7. Item 2 (C) (i) Total Number Of Case Contacts Made With Or On Behalf Of Recipients Of Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance regardless of whether the applicant receives or does not receive township assistance funds.
8. Item 2 (C) (ii) Total Number Of Case Contacts Made With Or On Behalf Of Members Of A Household Receiving Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance based on contacts made with a member of the household of the applicant.

FORM TA-7 INSTRUCTIONS (Continued)

9. Item 3 Total Value Of Benefits Provided To Recipients Of Township Assistance. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee. **Add (At a minimum) from Form TA-7, line 6 (i); 8(i); 10(i); 12 (i); 14(B) (i); 15 C (i); and enter total here. Other items could be added which are not required to be listed herein, ie; clothing, furniture, household supplies, transportation, donated gift cards, bus tickets, etc.**
10. Item 4 Total Value Of Benefits Provided Through Efforts Of Township Staff From Sources Other Than Township Funds. Generally, dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff. Township staff must have provided guidance to the applicant concerning relief available from sources other than the township. Total should be as of the last day of the calendar year that dollars were provided. **Add (At a minimum) from Form TA-7, line 6 (ii); 8 (ii); 10(ii); 12(ii); 15 (C) (ii); 23 (B) and enter total here.**
11. Item 5 (A) Total Number Receiving Utility Assistance – Recipients. Number of individuals living in households receiving utility assistance should be entered.
12. Item 5 (A) (i) Total Number Receiving Utility Assistance – Households. Number of households receiving utility assistance should be entered here.
13. Item 5 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Utility Assistance From Sources Other Than Township Funds. Total number of individuals in households which received assistance with utilities from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
14. Item 6 (i) Total Value Of Benefits Provided For Payment Of Utilities – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
15. Item 6 (ii) Total Value Of Benefits Provided For Payment Of Utilities – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the effort of township staff for utility assistance. Total should be as of the last day of the calendar year that utility assistance was provided.
16. Item 6 (iii) Total Value Of All Benefits Provided For Payment Of Utilities. Add items 6 (i) and 6 (ii).
17. Item 7 (A) Total Number Receiving Housing Assistance – Recipients. Total number of people in households benefiting from housing assistance.
18. Item 7 (A) (i) Total Number Receiving Housing Assistance – Households. Number of households receiving housing assistance should be entered here.
19. Item 7 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Housing Assistance From Sources Other Than Township Funds. Total number of individuals in households which received housing assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
20. Item 8 (i) Total Value Of Benefits Provided For Housing Assistance – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.

FORM TA-7 INSTRUCTIONS (Continued)

21. Item 8 (ii) Total Value Of Benefits Provided For Housing Assistance – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for housing assistance. Total should be as of the last day of the calendar year that housing assistance was provided.
22. Item 8 (iii) Total Value Of All Benefits Provided For Payment of Housing Assistance. Add items 8 (i) and 8 (ii).
23. Item 9 (A) Total Number Receiving Food Assistance – Recipients. Total number of people benefiting from food assistance.
24. Item 9 (A) (i) Total Number Receiving Food Assistance – Households. Number of households receiving food assistance should be entered here.
25. Item 9 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Food Assistance From Sources Other Than Township Funds. Total number of individuals who received food assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of the township staff. Examples could be a referral to a non township food pantry or referrals of an applicant to acquire food stamps.
26. Item 10 (i) Total Value Provided For Food Assistance – Township. Generally, dollars spent. However, if the township operates a food pantry, could include the market value of items donated to a township operated food pantry. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
27. Item 10 (ii) Total Value Provided For Food Assistance – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for food assistance. Total should be as of the last day of the calendar year that food assistance was provided.
28. Item 10 (iii) Total Value Of All Food Assistance Provided. Add items 10 (i) and 10 (ii).
29. Item 11 (A) Total Number Provided Health Care – Recipients. Total number of people actually provided health care.
30. Item 11(A) (i) Total Number Provided Health Care – Households. Number of households provided health care should be entered here.
31. Item 11 (B) Number Of Recipients Assisted By Township Staff In Receiving Health Care Assistance From Sources Other Than Township Funds. Total number of individuals who received health care assistance from agencies other than the township through the efforts of the township staff.
32. Item 12 (i) Total Value Of Health Care Provided – Township. Generally dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.

FORM TA-7 INSTRUCTIONS (Continued)

33. Item 12 (ii) Total Value Of Health Care Provided – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for health care assistance. Total should be as of the last day of the calendar year that health care assistance was provided. Examples could include the rental value of donated wheelchairs, walkers, and referrals to Hoosier RX and drug company prescription programs, etc.
34. Item 12 (iii) Total Value Of All Health Care Provided. Add items 12 (i) and 12 (ii).
35. Item 13 Total Number Of Funerals, Burials, And Cremations. Self-explanatory.
36. Item 14 (A) Actual Value Of Funerals, Burials, And Cremations. Total value of funerals, burials, and cremations from all sources.
37. Item 14 (B) (i) Total Paid By Township Funds For Funerals, Burials, And Cremations. Generally dollars spent on funerals, burials and cremations.
38. Item 14 (B) (ii) Difference Between Actual Value And Amount Paid By Township Funds For Funerals, Burials, And Cremations. Subtract item 14 (B) (i) from 14 (A). Example: Total value of funeral and burial per the funeral home was \$2000 (line 14 (A)). Township paid (in accordance with IC 12-20-16-12, not more than the cost of the least expensive funeral) \$1600 (line 14 (B) (i)). Difference is \$400 (line 14 (B) (ii)).
39. Item 15 (A) Total Number Of Nights Of Emergency Shelter Provided To The Homeless. An example could be ten townships assistance recipients are each provided one night of shelter which would equal ten nights of emergency shelter provided.
40. Item 15 (B) Total Number Of Nights Of Emergency Shelter Provided To The Homeless Through Efforts Of Township Staff From Sources Other than Township Funds. Total number of nights of emergency shelter provided to the homeless by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through efforts of the township staff.
41. Item 15 (C) (i) Total Value Of Emergency Shelter For Homeless Individuals – Township. Generally, dollars spent. Total should be as of the last day of the calendar year township assistance was paid by the trustee. An example could be the value of a nights stay at a local motel.
42. Item 15 (C) (ii) Total Value Of Emergency Shelter For Homeless Individuals – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for emergency shelter assistance. Total should be as of the last day of the calendar year that emergency shelter assistance was provided. An example could be the value of a nights stay at a local motel or the average value as shown on the most recent annual report of a county shelter.
43. Item 15 (C) (iii) Total Value Of All Emergency Shelter Provided For Homeless Individuals. Add items 15 (C) (i) and 15 (C) (ii).

FORM TA-7 INSTRUCTIONS (Continued)

44. Item 16 (A) Total Number Of Referrals Of Township Assistance Applicants To Other Programs. Any assistance programs that Township Assistance applicants are sent to by the township should be counted i.e. Project S.A.F.E., local charities, food stamps, etc. If one applicant is sent to two (2) of the aforementioned type of programs and one (1) applicant is sent to one (1) of the aforementioned programs, then the total number of referrals would equal three (3). An example is if a township does not have a representative payee program and the township makes a referral to an adult protective program through a health department.
45. Item 16 (B) Total Value Of Township Services In Making Referrals To Other Programs. Generally, the salaries, wages, and benefits of the township for time spent in contacting and referring applicants to other sources (government agencies, nonprofit agencies, churches, charities, etc.).
46. Item 17 Total Number Of Training Programs Or Job Placements Found For Township Assistance Recipients With Assistance Of Township Trustee. Indicate the number of training programs or job placements found by a township assistance recipient as a result of the efforts of the trustee.
47. Item 18 Number Of Hours Spent By Township Assistance Recipients At Workfare. Include both work for the township and for other agencies.
48. Item 19 (i) Total Value Of Services Provided By Workfare To The Township. The value would be not less than hours worked times the federal minimum wage in accordance with IC 12-20-11-1.
49. Item 19 (ii) Total Value Of Services Provided By Workfare To Other Agencies. The value would be not less than hours worked times the federal minimum wage in accordance with IC 12-20-11-1.
50. Item 19 (iii) Total Value Of All Services Provided By Workfare. Add items 19 (i) and 19 (ii).

Note: Reimbursements shown on lines 20 (A), 20 (B), and 20 (C) include receipts from a lien filed in accordance with IC 12-20-6-10; a claim filed against the estate of a recipient (IC 12-20-27-1); and from a subrogation agreement or Social Security Administration reimbursement authorization (IC 12-20-27-1.5)
51. Item 20 (A) Total Amount Of Reimbursement For Assistance From Recipients. Generally, dollars received from recipients. (See note above)
52. Item 20 (B) Total Amount Of Reimbursement For Assistance Received From Members of Recipients' Households. Generally, dollars received from members of the recipients' households. (See note above)
53. Item 20 (C) Total Amount Of Reimbursement For Assistance Received From Recipients' Estates. Generally, dollars received from a recipient's estate. (See note above)
54. Item 21 Total Amount Of Reimbursement For Assistance Received From Medical Programs Under IC 12-20-16-2(e). Generally dollars received.
55. Item 22 (A) Total Number Of Individuals Assisted Through A Representative Payee Program. Self-explanatory.

FORM TA-7 INSTRUCTIONS (Continued)

56. Item 22 (B) Total Amount Of Funds Processed Through The Representative Payee Program That Are Not Township Funds. Total amount of receipts for individuals participating in a representative payee program.
57. Item 23 (A) Total Number Of Individuals Assisted Through Special Nontraditional Programs Provided Through The Township Without The Expenditure Of Township Funds. An example would be that the township owns a community building and allows the United Way to conduct a holiday banquet. Total number of individuals attending the banquet would be entered here. Other examples could include programs through the township without the expenditure of township funds such as donated fans for indigents without air conditioning, homeless packets, school supplies, fire detectors, gift certificates as part of Christmas drives, chicken, ham, turkeys, food baskets, toys for tots, legal services, tax services, accounting services, flu shot programs and other programs, all of which benefit indigent families. These programs are typically coordinated through the township but operated by other groups or service organizations.
58. Item 23 (B) Total Amount Of Nontownship Funds Used To Provide The Special Nontraditional Programs. An estimate could be used that the United Way promised to provide \$20 of food and clothing to the banquet attendees. 100 people attending would be a value of \$2000. Other examples include donated gift certificates, legal services, food baskets, toys, clothing all of which benefit indigents.
59. Item 24 (A) (i) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Recipients. Total hours township investigators provides services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a recipient. Case management services could include functions such as counseling recipients on money management, budgeting, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.
60. Item 24 (A) (ii) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Household. Total hours township investigators provides services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a member of a household receiving township assistance. Case management services could include functions such as counseling recipients on money management, budgeting, how to interview for a job including appropriate appearance, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.
61. Item 24 (B) Total Value Of Case Management Services Provided. Generally, the personnel costs (salaries, wages, and benefits) of the township in providing case management services.
62. Item 25 Total Number Of Housing Inspections Performed By The Township. An example would be the number of times a township inspects a housing facility to determine if the housing is habitable, consideration of housing codes, HUD standards, etc.

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